

I believe that the time has come when we must come to grips with the future size and scope of data processing within ISAS. The following information provides a general description and status report on the currently active ISAS computer systems as well as brief descriptions of several new systems we would like to get moving and the additional manpower we feel would be required to do so.

1. ONGOING SYSTEMS:

The initial objectives for automation of Projects DARE (Declassification and Review and ARCINS (Archives Records Center Inventory System) have been programmed, checked out, and are either operational or awaiting to be implemented on the computer. Each system is capable of maintaining a master file of its respective data base and producing hard copy reports. During the initial systems design there were some requirements which were bypassed in order to expedite implementation of both systems. These requirements must now be addressed, prioritized, and scheduled for implementation.

2. SYSTEM ENHANCEMENTS:

(A) Project DARE

(1) Produce a report for the purpose of notifying Agency components that a document has been declassified, downgraded, or upgraded. The report content and recipients must be defined.

(2) Preparation of National Security Classified Material, Form 325. Specifications and procedures for preparation of the form must be defined and documented by ISAS/RRB, then evaluated for possible automation. ?

(3) Produce a master index, hard copy or film, of all documents which have undergone review for declassification. The index will be utilized by ISAS/RRB as their primary reference tool for questions concerning review action taken on a given document. ?

(4) Enhance system to incorporate document tracking capability; i.e., has the document been sent to NARS; returned to the OPI; destroyed; or etc. Procedures will have to be established and implemented to allow ISAS/RRB and Archives/Records Center personnel to communicate their respective actions to one another.

(B) Project ARCINS

(1) Produce a report(s) to be utilized by Records Management Officers (RMOs) and Directorate RMOs, providing a consolidated reference of all holdings for a given Office of Primary Interest (OPI).

(2) Enhance a system to provide the capability to extract and produce a Shelf List for any selected job number.

(3) Establish and incorporate procedures to input DDO inventory data into the data base.

(4) Enhance system to incorporate job and/or folder tracking capability; i.e., is the job or folder on the shelf; has it been returned to the OPI; has it been sent to NARS; or etc.

3. NEW PROJECTS:

The system enhancements noted above represents a sizeable task both in systems analysis and programming. However, there are additional pending projects which have been identified as logical entities suitable for automation. Except for Reports Management, there has not been any detailed systems analysis done. An effort must be made to prioritize these tasks and insure an orderly progression towards formulating a records management data base.

(A) Reports Management

ISAS/RAB requirement for the establishment and maintenance of an Agency-wide reports management data base. The basic detailed analysis of this proposed system has been completed.

(B) Forms Management

ISAS/RAB current ongoing system. There is a direct relationship between the anticipated Reports Management System and this system which warrants consideration for possible redesign.

(C) Records Control Schedules

ISAS/RAB requirement to establish and maintain a Records Control Schedule data base.

#### 4. MANPOWER REQUIREMENTS

Current staffing consists of two DDA/ODP computer systems analysts on full-time assignment to ISAS. Both analysts have been, and currently are, heavily involved in writing, testing, and implementing programs for the ARCINS and DARE computer systems. Accomplishments of the program enhancements and implementation of new projects as noted above will require considerable systems analysis effort. Therefore, it is imperative that the analysts receive assistance in the programming and batch processing functions in order to progress towards overall objectives. Additionally, as systems data flow begins to accelerate, ISAS computer system manpower requirements will increase accordingly. As a result, the following additional manpower is considered as being essential to the operation of ISAS data processing functions described above:

(A) Acquire third DDA/ODP careerist, analyst/programmer, to write/maintain programs and coordinate program specifications with ODP programmers.

(B) Acquire two terminal operators for keying ARCINS input data.

(C) Acquire four terminal operators for keying DARE input data.

(D) Acquire one data base manager to:

(1) Control and monitor the processing of both ARCINS and DARE system update cycles.

(2) Monitor systems output distribution.

(3) Control and monitor data preparation for all systems.

(4) Maintain system programs Job Control Language (JCL) and system source program and load modules.

Though the foregoing information deals with systems described as belonging to ISAS they are, in reality, systems which have been designed for Agency-wide application. This is in keeping with the trend over the past year where ISAS has found that its role as the recognized focal point for records management within the Agency continues to expand. Nowhere could this expansion occur more rapidly than in the field of data processing which offers ISAS a very unique opportunity to design and implement automated programs which would establish and maintain

greater control over and commonality between records systems of the various offices and directorates. We feel that these opportunities should be seized upon now as the benefits that could accrue to the Agency from increasing the size and scope of ISAS's data processing capabilities are much too valuable not to be taken advantage of.